

Microsoft Access

The most important part of creating a relational database is planning it. You should determine what it is you would like for your database to accomplish for you, and then write it down on paper. You will then need to create at least one table to store your information. All data in Microsoft Access is stored in a table. Once this is created, you are then able to create queries, forms, and reports.

- Queries:** Allow you to ask questions about the data that is stored in tables. One of the most common uses of queries is to select desired fields and records.
- Forms:** Another way for you to view your data. A Form can be designed any way you wish. They often resemble paper-based forms, but in Access, the form also serves as a dynamic link to the database.
- Reports:** The end results of much of your database work. They provide a way of organizing, formatting, and displaying specific information.
- Macros:** Mini programs that store lists of actions you want carried out. They help you to automate common tasks. Macros can be attached to buttons in order to simplify others' use of Access.



Open an Existing Database	Select the File menu, then Open Database . Select the database to be opened, then click OK .
Create a New Database	Select the File menu, then New Database . Type in a name for your database, then click OK .
Create a Table	This is the first step to creating a database. Make sure Table is selected in the Database window, then click the New button. Select either Table Wizards to have Access walk you through creating a table, or New Table to manually create a table on your own.
Create a Form	Select the Form object in the Database window, then click the New button. Select a table or query to be used in the form. Then, select either Form Wizards to have Access walk you through creating a form, or Blank Form to manually create a form on your own.
Create a Report	Select the Report object in the Database window, then click the New button. Select a table or query to be used in the report. Then, select either Report Wizards to have Access walk you through creating a report, or Blank Report to manually create a report on your own.
Create a Query	Select the Query object in the Database window, then click the New button. Select either Query Wizards to have Access walk you through creating a query, or New Query to manually create a query. You will be prompted for the name of the table to be used for the query.
Create a Macro	Select the Macro object in the Database window, then click the New button.
Create a Module	Select the Module object in the Database window, then click the New button.

Wizards walk you through the process of creating forms, reports, queries, and tables by asking you a series of questions, and then automatically create a result. It is the easiest way to create these items.

